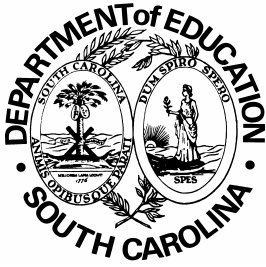


# CERTIFICATE RENEWAL COURSE APPLICATION



Please mail completed application to the following address:

Division of Teacher Quality  
Office of Teacher Certification  
ATTN: In-service application  
South Carolina State Department of Education  
Landmark II Office Building  
3700 Forest Drive, Suite 500  
Columbia, South Carolina 29204

1. Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

2. Title: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

3. Address: \_\_\_\_\_  
Street City State Zip

4. Sponsoring District/Address: \_\_\_\_\_

5. District Contact Name: \_\_\_\_\_  
(If different from #1 above)

6. Proposed Course Title: \_\_\_\_\_

7. Course Location (Full address): \_\_\_\_\_

8. Beginning Date/Time: \_\_\_\_\_ 9. Ending Date/Time: \_\_\_\_\_

10. Total formal classroom instruction hours: \_\_\_\_\_

11. Total hours spent in workshops or project preparation (out-of-class hours): \_\_\_\_\_  
(Not more than 20%)

12. Total contact hours: \_\_\_\_\_ 13. Number of sessions: \_\_\_\_\_

14. Number of participants: \_\_\_\_\_ Teachers \_\_\_\_\_ Administrators \_\_\_\_\_ Support personnel

15. Financial projections:  
District Cost: \_\_\_\_\_ Cost to each participant: \_\_\_\_\_  
Other funding sources (if applicable): \_\_\_\_\_

## 16. Course instructional personnel

- Name, title, address, telephone, and e-mail addresses of primary and secondary (if applicable) instructors for this course:
- A vita for each instructor that includes academic degrees, experience, and training must be attached. Similar evidence must be attached for supplementary or adjunct instructors, visiting lectures, etc. See Appendix D, Vita

## 17. Attach Course Syllabus with the following details

- a. Check the box for the specific grade levels of participants and the intended audience for which this course is planned. This is required to determine the appropriate area of certification for course participants. ☐ Pre-kindergarten–3; ☐ grades 2–6; ☐ grades 5–8; ☐ grades 9–12, etc. List specific instructional materials to be used by title, author, publisher, and date. If instructor-made, copies of the materials must be included with the application. If the course was previously offered, please make certain updates are made prior to submitting the materials.
- b. How do the course objectives link to the state curriculum standards, district strategic plan, the school renewal plan, the school and district report card, individual professional development plans, or some other identified need? See Appendix A, Application Criteria.
- c. Describe how this course provides adequate time for class members to learn and work together to accomplish the goals and objectives of the course.
- d. Describe how this course is based on knowledge of adult learning principles and how the course models this understanding in all activities.
- e. Show evidence of multiple formats (e.g., action research, study groups, curriculum development, self study, use of technology, and training) and their appropriateness to intended outcomes.
- f. Describe how this course will increase class members' understanding of how to be responsive to needs of all students.
- g. Describe how this course will increase class members' understanding of how to maximize student learning.
- h. What data was used to determine the need for this course?
- i. What follow-up will you provide to participants to help ensure professional growth related to this course? Please identify the type, time, and length of follow-up for course participants.

### Optional:

- j. How does this course inform class members about applicable organization development and systems thinking?
- k. Describe how this course provides for three phases of the change process: initiation, implementation, and institutionalization.
- l. Describe how this course fosters the norm of continuous improvement.

## 18. Evaluation procedures

- a. List specific grading criteria that is established for participants in this course. Measurement must be based on quantifiable assessment criteria. Describe in detail and attach a copy of the type of assessment, criteria, and sample assessment. What follow-up will be provided to obtain the desired changes?
- b. How will you evaluate the impact the course has had using the following dimensions? Please be specific in how this information will be reported and collected.
  - participant reaction to the course,
  - participant learning from the experience,
  - participant use of the new knowledge and skill, and
  - student learning outcomes.

Signature (superintendent or designee)

Date

## Glossary

**Certificate renewal courses** are defined as planned courses of instruction sponsored by one or more South Carolina school districts, the State Department of Education, or educational entity for persons employed by the schools and certified by the State Department of Education. The purpose of each course is to increase knowledge in certification content area and technology.

**Certificate renewal credit** is earned credit applied to the renewal of a South Carolina teaching certificate. Such credit is granted to certified persons who satisfactorily complete the renewal course approved in advance by the State Department of Education.

**Certificate renewal application** is the written proposal for a certificate renewal course, which provides the specific information necessary for review and approval by the State Department of Education.

**Length of a certificate renewal course** is a minimum of forty-five contact hours for participants to receive three hours of renewal or recertification credit. A one-hour renewal or recertification course shall meet for a minimum of fifteen contact hours. A two-hour renewal or recertification course shall meet for a minimum of thirty contact hours.

**A contact hour** is defined as a minimum of fifty minutes of formal in-class contact as outlined in the course syllabus.

*Footnote: While there are multiple ways to renew an educator's certificate, this document refers only to certificate renewal courses approved by the State Department of Education, Division of Teacher Quality, Office of Teacher Certification.*

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## Appendix A - Application Criteria

An application for a certificate renewal course must be submitted to the State Department of Education on the appropriate application form. For your convenience, the application can be downloaded from the Division of Teacher Quality's Web site at <<http://www.scteachers.org>>.

Applications must be submitted at least **thirty days prior** to the start date of the requested course. Failure to submit a timely application may result in the denial of an application for certificate renewal. The application may be amended at any time prior to twenty days preceding the date on which the course is scheduled to start.

The course application, syllabus, evaluation, and all supporting materials must adhere to the South Carolina Professional Development Standards.

A course syllabus, providing a comprehensive description of the content to be presented, must be attached to the application. See Appendix C

A required personnel vita, specifying both educational background and teaching experience, must be attached for any person who will serve as a primary or secondary instructor during the course. See Appendix D

Instructional materials to be used as the basis for the course, which are commercially published and readily available, will be identified. Other materials developed by the instructor or school district will be submitted with the application to the Office of Teacher Certification for review.

The objective assessment process used to evaluate the participant shall be described along with the minimum standards (South Carolina Professional Development Standards, state curriculum standards, district strategic plan, school renewal plan, and School and District Report Card for course credit). A copy of an appropriate evaluation instrument shall be attached.

## **Appendix B - Criteria for the Approval of a State Department of Education Approved Certificate Renewal Course**

A school district, a group of school districts, educational consortia (e.g., science and math hubs, tech prep consortia, etc.), college or university partnership, South Carolina Center for Teacher Recruitment, the State Department of Education, or other educational entities are eligible to submit an application for a certificate renewal course.

State Department of Education personnel who hold a teaching certificate, are eligible to enroll in courses that may be used to renew his or her certificate. Additional educators may be permitted to participate if approved by the sponsoring educational entity.

Credit awarded for certificate renewal or recertification purposes to any individual participant must be in compliance with State Board of Education regulations that govern the renewal of teaching certificates (R.43-55).

All six semester hours of certificate renewal credit may be earned in State Department of Education approved certificate renewal courses during the five-year validity period of a certificate.

No course shall extend for fewer than eight working days or for more than a school year. No single day of instruction shall exceed six scheduled contact hours.

Certificate renewal courses are offered for certificate renewal credit through the State Department of Education. If offered for college credit, the course must meet Southern Association of Colleges and Schools requirement of no more than one credit hour (fifteen contact hours) of instruction per week.

Time involved with out-of-class assignments and related responsibilities can be used to meet the minimum forty-five contact hour requirement. However, time spent with out-of-class assignments will count only twenty percent toward the forty-five contact hour requirement (maximum of nine hours).

No credit shall be awarded to a participant who attends less than ninety percent of the required forty-five contact hours. Students must attend a minimum of 40.5 contact hours to receive credit.

No participant shall be allowed to receive credit for a course that is repeated without prior approval.

Basic instructional costs for a proposed course are the responsibility of the sponsoring educational entity and not the responsibility of the participants. Supplemental costs for study materials and tests may be paid by participants as long as the costs constitute a relatively minor expenditure. A district may charge a basic pro rata course fee for participants not employed by the district.

The course instructor shall have at least a master's degree in the area of specialization and three years of teaching experience. Demonstrated professional contribution to the discipline may be substituted in lieu of three years of teaching experience.

The course shall be designed on specific curriculum objectives and comply with all relevant state and district standards. Those standards will be identified and described in the syllabus.

A certificate renewal course may be approved for the entire school year and renewed annually. If the course is offered more than once during the school year a letter updating the specifics of the course will be accepted in lieu of an application.

Certificate renewal credit may be denied if the course does not follow the specified requirements or the proposed application.

Within thirty days of the completion of the course, the course administrator will report the names and certificate numbers of all participants who satisfactorily complete the performance (grade of A or B) and attendance (ninety percent) requirements of the course and an evaluation report of the general effectiveness of the course.

Courses offered as certificate renewal courses may be offered during a series of professional staff development days.

### **Appendix C - Suggested Syllabus Format for Inservice Course**

**The following components are required in the course syllabus for certificate renewal courses.**

Descriptive information:

- course title
- course description
- course credit
- prerequisites
- instructor(s) name(s) and contact information
- required textbooks and supplemental materials

Statement of course goals and objectives:

- goals
- objectives

Academic course requirements including specification of required papers, projects or demonstrations, and examinations. Detailed information regarding course assignments should be provided to students.

Administrative course requirements including specification of policies related to such matters as attendance and late assignments.

Evaluation and grading including the weight of each designated course requirement.

Major topics of the course (in outline form).

Mode of instruction - specify percentage of instructional delivery, e.g., theory, demonstration, practice, feedback and coaching.

Bibliography: specify supplementary readings related to the course topics

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### **Appendix D - Vita**

Please list:

- Name
- current position/location
- contact information
- academic degrees (degrees, institutions, dates, and field of specialty),
- professional experience (list last experience first),
- current experience and responsibilities (most recent year),
- current professional and academic association memberships,
- current professional assignments and activities,
- professional accomplishments and leadership or publications,
- presentations
- other relevant information